

AA-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

<u> 200-38 (KIS)</u>

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Cepartment of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention: Scheduling S	ection.			•
FOR AGENCY USE	1. Agency Address		FOR RECORDS	MANAGEMENT USE
Application Date	Georgia Ports Authority		Application Number	_
4-3-83	Administration Division		79-5	5 - A
Application Number	Post Office Box 2406		Date Received	Date Completed
100	Savannah, Georgia 31402		APR 1 1 1983	MAY 1 0 1983
2. Person to Contact	Wo	rking Title		Telephone Number
	•			
Carol Moseley	Administrati	lve Assistant		964-3869
3. Action Requested 3.	Schoolules seemed will continue to somewill	s ta	· .	
	Schedule; record will continue to accumula cumulation; no further accumulation anti-			
c. x Amend Application		hange; Superced	de: 🗆 Void	
3. Datas of Series	5. Records Series Title (followed by title			
Zarliest Latest		,		
1976 To Date	Overtime Listing File			
S. Division and Office Function		on and the Office in	which this record se	ries is created?
			ing the second of the second o	
of the Georgia Ports Safety and Training,	nistration assists the Executi Authority and is responsible Port Police, Reproduction/Com th labor attorney and keeps st	for the operat munications De	ions of the Pe partment, Clai	rsonnel, ms Department.
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				<u> </u>
7. Record Series Description	This file contains the following docume Attach samples of the file.	ents (include form no	umbers and titles, if	any):
Documents relating to:	A breakdown of hours worked; etc.	; straight time	, overtime, ho	liday, vacation,
Included are:	Listing of overtime hours by for hourly paid employees.		- *	
1	•		•	
		•		
			•	
Etta ta arrangado	Chronologically	<u>.</u>		
File is arranged:	•			
1		· in the contract of the contr		
8. Monthly Reference Rate	How often are records referred to w			
One to six months old twenty-five months and older	Seven to twelve months old?	; Thirteen t	to twenty-four mon	ins old;
9. Annual Rate of Accumulation	on of Remords ; Legal-size drawers; SI	helves	Other (specify)	l box
			., , , , , , , , , , , , , , , , , , ,	•

(Over)

YES NO	10. Questionnaire	(Place an "X	" in the proper co	olumn)	
x	a. Is this the offic		series?		3,
		contain confide	ential information	requiring security handling? If yes, cite law or regula	tion. *
X X	c. Is this a vital re			, 11 <u>,</u> ,	
X	d. Does this series	have historical	or long term rese	arch value?	
n/a	e. When one or two		,	necessary to keep the entire file for a long period, coul	d these
х				oublished? If yes, attach copy.	
			n this series ever a	nalyzed and/or recorded in a summarized report?	. ^
X			eries in your offic	e, or in another office or agency?	j.
X	i. Is this series (or	a maine poetio	on of it regularly	microfilmed?	
х			a computer print		
11. Retenti	on Requirements	The	following require	es the series to be kept:	
a. Stat	e Law	1	years.	d. Audit period	
	ute of limitation		years.	e. Administrative need 4	vears.
a. Fed	eral law	•	years.	f. Federal retention instructions 2	Years.
	reference requ	-	• •	nistrative need.	•
	·		- 4 years.		
29CFR I	602.31 - 2 yea	rs,•	• .		
					<u>-</u>
12. Approv	ed Disposition Instr	uctions Thi	is agency recomm	ends that the file series be cut off at the end of each:	
☐ Trai ☑ Oth In	troy. nsfer to State Archiver (Specify) NOTE the event a commission or the sposition of the specifical contents.	: harge of di e U.S. Atto	iscrimination orney General	is filed, or an action brought by the , these records must be retained until	EEO finai
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These	instructions apply to	all prior and fi	uture accumulatio	ons of the series.	
Agency Hea	id/Designee (Signat	ure)	Date	Records Management Officer (Signature)	Date
10	1/1/		315763	Vand Moseley	1400
	Alle"		<u> </u>		1 / 20
Recommen	dations in para-			State Records Committee (Signature)	Date
graph 12 ar	e approved.	State Aud	itor/Designee	home A Just	5-1-83
of explanati	ved, attach letter ion.)	Secretary of	State/Designee	Edward Weldon	5/3/83
		Attorney Go	eneral/Designee	freefleyer	5-4-5



4R-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

4388-38 211

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

Attention. Schedding	pection.		1	1	
FOR AGENCY USE	1. Agency Address	ţ		RDS MANAGEMENT USE	
Application Date	Georgia Ports Authority Post Office Box 2406	,	Application Number		
5-1-79	Savannah, Georgia 31402	•	<u>'</u> 19-	5-A	
Application Number		•	Date Received	Date Completed	
64	Administration Division		MAY 4 197	79 MAY 3 0 1979	
2.º Person to Contact	Woi	king Title		Telephone Number	
Charles E. Steed	Director of	f Administratio	n ·	912-964-1721	
3. Action Requested					
	Schedule; record will continue to accumula			,	
-	ccumulation; no further accumulation antic			•	
c. Amend Application 4. Dates of Series	No. 61 4 79-5 Check One: ☐ Ct 5. Records Series Title (followed by title				
Earliest Latest	5. Necords Sales Tide Tronowed by and	r useu iii Orrice, ii uii	rare:rt/		
1976 To Date	Overtime Listing File	• .			
5. Division and Office Function		on and the Office in	which this recor	d series is created?	
At any such bring this this can	Thing is the remotable of the Division	S. une die ellige III	within all a 1560t	a serios is Greater;	
	nistration assists the Executiv				
	Authority and is responsible t				
	Port Police and Reproduction/				
itaison with labor a	ttorney and keeps the staff adv	vised of any ne	w labor law	s and acrs.	
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7. Record Series Description	This file contains the following docume	nts (include form nu	mbers and titles	;, if any):	
••	Attach samples of the file.	atualaht tima	ouamtima	haliday yaqatiqa	
Documents relating to:	A breakdown of hours worked; etc.	straight time,	over ime,	norruay, vacarron,	
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induced are:	listing of overtime house by	- 1 to the train 1 -		. 1	
	Listing of overtime hours by for hourly paid employees.	division and a	payroll an	alysis report	
	· · · · · · · · · · · · · · · · · · ·			,	
• .					
	·				
File is arranged:	Printouts are arranged chrono	logically, cur	rent date o	n top. Information	
	on printouts is arranged by d	livision.			
8. Monthly Reference Rate	How often are records referred to wi				
One to six months old $\frac{4}{}$; Seven to twelve months old	4 ; Thirteen t	o twenty-four m	ionths old;	
twenty-five months and old	(1)				
9. Annual Rate of Accumulati	on of Records	, ú/a		1 local how	
Letter-size drawersn/3	a; Legal-size drawersn/a; Sh	eives;	Other (specify)	1 legal box	

		oper within		
a. Is this the off X If not, where	icial copy of the series?	♦ P	<i>;</i>	*
	s contain confidential info	rmation requiring	security handling? If yes, cite law or	regulation.
× c. Is this a vital of	والمراجع والمراجع والمتراث والمنابع والمراجع والم والمراجع والمراجع والمراجع والمراجع والمراجع والمراجع والمراج			
	es have historical or long te	rm research value	?	
		nake it necessary	to keep the entire file for a long perio	d, could these
<u> </u>	scheduled separately?	se aver published?	16.000 000000000000000000000000000000000	
· } I			nd/or recorded in a summarized report	· 2
^ If yes, attach	CODY.			
	lication of this series in you	ur office, or in an	other office or agency?	- -
^ If yes, where?	or a maior portion of it) rec	gularly microfilm	ad?	
	rd series result in a comput		PO/	
11. Retention Requirements	The following	requires the serie	es to be kept:	
a. State Law	year	rs. a	I. Audit period	
 Statute of limitation 	year	r s. a	. Administrative need	
c. Federal law	year year	rs. f	. Federal retention instructions	Years.
	ه د دود شد شد دود در دود د د د هم			erente en erente en Erente en erente en
Attach copy or excerpt of	laws or regulations. Explain	n administrativę n	eed. Teen to the person of	•
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	ه ما میده دام این از این ا ما ما در میده داران این از	11		•
	<u> 1 1995 - 1</u>			Note that we have the second of the second o
12. Approved Disposition Inst	tructions This agency re	ecommends that t	the file series be cut out at the end of e	each:
	☑ Calendar Y	rear; 🔲 Fiscal Yo	ear; 🗆 Other	
☑ Destroy.☑ Transfer to State Arch☑ Other (Specify)	ives for permanent retentio	on.		
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These instructions apply t	to all prior and future accur	mulations of the s	æries.	·
Agency Head/Designee (Signa	eture) Date	e Records	Management Officer (Signature)	Date
/// 01	And and william			
The Al	u ·	iniai e e		
		•	State Records Committee (Signature)	Date
Recommendations in para-				5-2112
graph 12 are approved. (If disapproved, attach letter	State Auditor/Design	iee L		7 77 19
of explanation.)	Secretary of State/Desi	gnee In	2 Delining	(-) V-70
			hill	
1	Attorney General/Desi	ignee ///	M Sheep	1-29-79



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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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	1. Agency Address	, ;	FOR RECORD	DS MANAGEMEN	TUSE
Application Date	Georgia Ports Authority	•	Application Numb		
1-04-79	Administration Division		79-	5	
Application Number	Post Office Box 2406	•	Date Received	Date Comple	eted
	Savannah, Georgia 31402	• .	JAN 1 9 1979	APR - S	1979
. Person to Contact	W	orking Title		Telephone N	
Charles E. Steed	Directo	or of Administr	ration	964-1721 , 24	
3. Action Requested					
a. 🗵 Establish Retention	Schedule; record will continue to accumu	late.			
•	cumulation; no further accumulation and				
c Amend Application		Change; Superc		····	·
l. Dates of Series Earliest Latest	5. Records Series Title (followed by ti	tle used in office; if	different)		
	Occupations Describ File (De	, 1 20 - Doy 11			
1976 To Date	Overtime Report File (Pa			· · · · · · · · · · · · · · · · · · ·	
). Division and Office Function	What is the function of the Division in istration assists the Execution				•
Safety and Training	s Authority and is responsible, Port Police and Reproduction attorney and keeps the staff	on/Communicatio	ons Department	s. Maintair	ns •
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7. Record Series Description	This file contains the following docum	nents (include form	numbers and titles,	if any):	
7. Record Series Description Documents relating to:	This file contains the following docum Attach samples of the file. A breakdown of hours worked vacation, etc.	i		·	· · · · · · · · · · · · · · · · · · ·
	Attach samples of the file. A breakdown of hours worked	i; straight ti	me, overtime,	holiday,	rt
Documents relating to:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours by	i; straight ti	me, overtime,	holiday,	r†
Documents relating to:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours by	i; straight ti	me, overtime,	holiday,	rt
Documents relating to:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours by	i; straight ti	me, overtime,	holiday,	r†
Documents relating to:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours by	i; straight ti	me, overtime,	holiday,	rt
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Documents relating to:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours by	i; straight ti	me, overtime,	holiday,	r†
Documents relating to:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours by	d; straight tin	ne, overtime, d a payroll an	holiday, nalysis repo	
Documents relating to: Included are: File is arranged:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours to for hourly paid employees. Printouts are arranged chro	onologically,	ne, overtime, d a payroll an	holiday, nalysis repo	
included are:	Attach samples of the file. A breakdown of hours worked vacation, etc. Listing of overtime hours to for hourly paid employees. Printouts are arranged chron printouts is arranged by How often are records referred to to twelve months old	onologically, division.	ne, overtime, d a payroll an	holiday, nalysis repo	rt ormatic

(Over)

YES NO	0 10. Questionnaire	(Place an "	X" in the proper o	column)	
×	a. Is this the off		e series?		
×	b. Does the serie	s contain/confid	dential informatio	n requiring security handling? If yes, cite law or	regulation.
×	c. Is this a vital r	ecord?			
×	T		l or long term res		
n/a		wo documents scheduled sepa		t necessary to keep the entire file for a long perio	d, could these
×				published? If yes, attach copy.	
×	g. Is the informa	tion contained	in this series ever	analyzed and/or recorded in a summarized repor	17
×	h. Is there a dup	lication of this:	series in your officopied to Op	ce, or in another office or agency? erations Division, EPM Division, P	ort Police Dept.
×	-1-10-13 MILE 251167 R			microfilmed?	_
	untion Requirements		n a computer prin	res the series to be kept:	
		4	io ronowing roddi	• •	
	State Law Estate of limitation		years.	d. Audit period	years,
	ederal law	4.	years.	e. Administrative need f. Federal retention instructions	
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Atta	ch copy or excerpt of	laws or regulati	ons. Explain adm	inistrative need.	•
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12. App	royed Disposition Inst	ructions Th	nis agency recomm	nends that the file series be cut off at the end of e	ach: i i
			Calendar Year; [☐ Fiscal Year; 图 Othersix months	then,
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U C	Other (Specify)		•		
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The	se instructions apply t	o all prior and f	future accumulati	ons of the series.	
Anenes t	Head/Designee <i>(Signa</i>	atural .	Date .	Records Management Officer (Signature)	Date
Agency	head/ Designed 15/0/12	(ure)		1 1	
	5 flu	9	1/1/79	Carol hongon	1-9-119
	•	·		State Records Committee (Signature,	Date
	endations in para- are approved.	State Aug	litor/Deciones	1 -11	
(If disapp			II (OI / DEZIGLICE		4-4-79
	proved, attach letter nation 1		ble	18 Total	4-4-79
UI EXPIAI	pation.)	Secretary	Kate/Designee	Beur Joseph	4-4-79 4-9-79 4-4-29